



**CITY OF BALTIMORE**  
**Department of Recreation and Parks**  
**Horticultural Division**

**Cylburn Arboretum and Mansion**  
**4915 Greenspring Avenue**  
**Baltimore, Maryland 21209**  
**Phone: (410) 396-0180      Fax: (410) 367-8039**



**EVENT APPLICATION**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**PERSON RESPONSIBLE FOR CONDUCTING THIS OCCASION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**PLEASE CIRCLE TYPE(S) OF OCCASION:**

Wedding Ceremony      Wedding Reception      Formal Party      Photo Shoot

Other: \_\_\_\_\_

**PLEASE CIRCLE AREA(S) TO BE USED:**

Cylburn Mansion      Formal Garden      Japanese Maples      Other Garden or Lawn  
A Room Only      B Room Only      C Room Only      D Room Only

There are no rain dates.	REQUESTED DATE(S) AND TIME(S)		
	Date	Arrival Time	Departure Time
First Choice			
Second Choice			

*(continued on back)*

Total Number of Expected Guests: \_\_\_\_\_

Will any type of sound equipment be used?                      Yes                      No                      (circle one)

If "yes," please list all sound equipment. **Application will not be accepted and deposit will be returned if specific sound equipment is not listed.**

---

**Please Note: Use of sound amplification devices, equipment, drum(s), etc., during an event must abide by Article 11 of the Baltimore City Code. Random testing of sound levels will be made by Department Staff.**

Application must be received at least 60 days prior to the requested date(s) with a \$35.00 nonrefundable application fee. **NO PERSONAL CHECKS ACCEPTED.** Cashiers checks or money orders need to be made payable to "Director of Finance." The nonrefundable application fee reserves the first or second choice date listed above; however, submission of the application fee is not a confirmation. All applicable permits must be obtained and all rental fees must be paid in full before approval of this application. **All rental fees must be paid in full at least 10 business days before the requested date.** Upon final payment, a permit will be issued to the named applicant listed above. Confirmation will be this issued permit. Do not send out any notices, publicity, flyers, etc., before receiving a confirmation.

If the date(s) and / or location(s) requested above are not available, or if the location(s) requested is not an approved site to conduct the proposed occasion, the named applicant listed above will be contacted by the Horticultural Division. Alternate arrangements will be suggested or made.

It is the responsibility of the applicant or the person responsible for conducting the proposed occasion to ensure that the rented area(s) is left clean. If the rented area(s) is not left clean as determined by the Horticultural Division, the cost of clean up will be charged to the applicant or the person responsible for conducting the proposed occasion. Cost of any damages will be the responsibility of the applicant or the person responsible for conducting the proposed occasion.

By signing this application, the applicant and the attendees of the applicant's occasion agree to abide by all the rules and regulations of the Department of Recreation and Parks and the Horticultural Division rental guidelines. The applicant and / or the person responsible for conducting the proposed occasion agree to pay all required fees and deposits. **This includes any cancellation fees.** Please refer to the attached schedule of fees and rental guidelines. Additional information may be obtained by calling (410) 396-0180 between 7:30 a.m. and 3:30 p.m., Monday - Friday.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Final Payment Due By: \_\_\_\_\_ Issued Permit # and Date: \_\_\_\_\_

Paid in Full Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_